

2027 Undergraduate Summer Program for Arts & Research Guidelines

Stipend: \$3,500

Supplemental Student Endeavors Grant: \$500 (maximum; optional to request if needed)

Preference is given to students who have not been previously funded under this grant program.

Deadline: February 8, 2027

Application Requirements

Eligibility:

Applicants must be undergraduate students who are currently enrolled at CMU, full or part-time, and have completed at least 56 credit hours by the end of the spring semester. Project proposals must be the student's original, independent work, written only by the student and a project that is done in collaboration with a CMU faculty member. The Undergraduate Summer Program for Arts & Research is NOT intended to support independent student work.

- Students must have a plan to work the equivalent of 20 hours/week over the 12 weeks of summer. They must be able to make significant progress toward completing the project during the summer. At a minimum, the data-gathering phase of a research project or beginning phases of a creative project must be completed during the summer.

University Review Board Approval Evidence:

Applicants with a project involving any of the following groups must provide the approval or determination of exemption email from the appropriate committee. A project that is pending with any of these approval boards is not eligible for funding.

- Institutional Review Board (IRB): Research involving humans
- Institutional Animal Care & Use Committee (IACUC): Research involving non-human vertebrate animals, cuttlefish, squid, octopi, or modification of habitat to evaluate the impact to these groups
- Institutional Biosafety Committee (IBC): Research involving recombinant DNA

International Travel:

If your project requires international travel, the student must obtain Provost approval (<https://apps.cmich.edu/tools/workflow/Forms/TravelApproval>) and attach that approval email/memo to the application.

Proposal Structure (8 double-spaced pages max not including the bibliography w/12 point font):

You must organize your proposal using the 9 bold headings below. Remember that committee members are from diverse disciplines, so projects should *avoid technical language* and be understandable to a general audience. The committee will not fund proposals that do not follow formatting requirements, plagiarize, or otherwise do not follow CMU standards for academic integrity. All proposals must include an AI Acknowledgement section, described below.

1. **Project Summary** (length: one page maximum): Describe the questions your project is trying to address. Why are these questions important? What are the implications of your project?
2. **Problem Statement/Significance:** A statement of the problem and its significance (at least 1 page).
 - a. If a Research Project: State your research problem. Explain the significance/importance of your project including a brief summary of the relevant literature, citing appropriate sources, on the topic.
 - b. If a Creative Activity: Describe where your ideas came from. Briefly describe, citing appropriate sources you have read, a) the major contributions to the tradition, and b) the relationship of your work to that tradition.
3. **Project Design/Methods/Steps:** Describe the overall project design: What do you propose to do? How and where will you do it? Who will be involved? For Research Projects: How will your results be analyzed? Include sufficient detail for the committee to assess the methods and plan of your proposed project. For Creative Projects: describe the underlying philosophical, social, or cultural issues your project will address or express?
4. **Expected Outcomes:** What do you hope to learn when the project is completed? (1 short paragraph)
5. **Timeline:** In a table, list the task for each week.

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6. **Budget to complete project:** Your stipend is NOT to be used for these expenses. Present in table form an itemized list of ALL the expenses associated with your project, the source of funding to pay each expense, and a brief justification for explaining each item in your budget. Example:

Item & Justification	Funding Source	Cost
Mileage to research site(s)	Advisor Grant Funds	\$140
Hotel	SPAR Grant	\$500
Supplies for research samples	Dept Funds	\$200
TOTAL		\$840

7. **Dissemination:** How do you expect to share your results at, or beyond CMU? e.g. journals, conferences, or competitions, or performances.
8. **Bibliography/References:** Include a reference list corresponding to citations made throughout your submission.
9. **Acknowledgement of AI use:** Follow the guidelines at CMU Libraries Research Guides (<https://libguides.cmich.edu/ai-libraries/citation>). Details on when and how specific AI tools were used in the proposal writing process need to be described. If a student has not used an GenAI tools to complete the proposal, they need to explicitly make this assertion.

Faculty Supervisor & Department Chair Approval:

Applications must include a faculty supervisor signature and mentoring statement that briefly explains the following:

- The role of the faculty supervisor in the writing of the grant proposal.
- A description of your support of the student and the proposed project.
- What is the context of the project? Is it part of a larger project? Is it part of your ongoing work?
- How the project is collaborative? Clearly outline who is involved and what they will be doing.
- What mentoring you will provide.
- Detail how this project will benefit CMU, specifically presentation(s)/publication(s)/exhibition(s)/performance(s).
- Faculty supervisors are limited in supporting only one student submission each summer.

Applications must also have a signature from the department chair or program director.

Academic Honesty:

As a student at Central Michigan University, applicants are participating in a community of scholarship based on the values of honesty, respect, fairness, and responsibility. Proposals are expected to be written by the student. Assistance from others, including mentors or GenAI is limited to review for grammatical mistakes. It is not appropriate to ask others or GenAI to draft, write, or translate your proposal. In submitting this proposal, you attest the proposal is your own work. Failure to adhere to standards of academic integrity will result in forfeiture of grant funding.

Grant Recipient Requirements

Award recipients must submit a completed Validation Form to cgsforms@cmich.edu no later than two weeks after receiving the award letter (a validation form is distributed to recipients with their award letters).

Recipients must fulfill the following obligations. Failure of the student to fulfill these obligations will result in the faculty supervisor being ineligible to have a student apply for these funds for a period of three years.

- Participate in Summer Lunch and Learn sessions and End-of-summer Symposium on August 5, 2027.
- In the Fall semester after receiving the funding, submit to the Office of Graduate Studies (OGS) a one-page report to cgsforms@cmich.edu describing the results of the project.
- Not be employed more than 20 hours per week nor registered for more than 9 credits during Summer Sessions I and II.
- Recipients are required to present at Student Creative & Research Endeavors Exhibition (SCREE) the Spring semester after the award. Recipients are not automatically entered into SCREE; it is the responsibility of the student to register for the exhibition.
- Recipients are required to coordinate with an OGS representative to record a brief video or submit a photo and research/creative project details for an OGS social media post. This commitment will be 15 minutes or less and an OGS rep will be in contact about these details within 3-4 months of the funding award.
- Any publications using data generated from this project must acknowledge the Office of Graduate Studies at Central Michigan University as a funding source.

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Funding & Reimbursement:

The \$3,500 stipend is released through the Office of Scholarships and Financial Aid to your student account. The \$500 funding for project costs will be provided to the student or department on a reimbursement basis. Any equipment purchased with this funding will remain CMU property after completion of the project. Students may be taxed on their reimbursement, especially travel reimbursement. Please contact Payroll (Warriner 204, 774-3481) with any tax questions. If you are a non-resident alien, there may be treaty benefits available. Contact Payroll to complete the necessary paperwork. The Office of Graduate Studies will not transfer funds from the undergraduate grant to “reimburse” internal/external grants for these expenses.

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